

Telephone Quick Reference	
<b>(913) 357-XXXX</b>	
(ADM) Administration	<b>3600</b>
(ADV) Advancement	<b>3400</b>
(CAT) Travel Assistance	<b>295-2258</b>
(CST) Non-Travel Assistance	<b>3540</b>
(DC) Debit Collection	<b>3611</b>
(IRM) Computer Room	<b>3575</b>
(LGL) Legal	<b>3595</b>
(MAS) Military Accounts (Pay)	<b>3500</b>
(MIS) Management Info. Sys.	<b>3635</b>
(PJ2) PMIS/JUMPS II	<b>3675</b>
(PRC) Procedures	<b>3695</b>
(QA/FR) Quality/Finance	<b>3625</b>
(RAS) Retiree/Annuitant	<b>3415</b>
(SDM) Sys Development	<b>3640</b>
(SES) Separations	<b>3550</b>
(SUP) Supply	<b>3620</b>
(TVL) Travel	<b>295-2250</b>

## Business Line Spotlight

Many of you are now aware that PPC has changed its name to Coast Guard Human Resources Service and Information Center (HRSIC). What may not be readily apparent is that previous to this name change HRSIC reorganized our divisions and branch components into corporate style business lines to better serve our customers.

We would like to "spotlight" each of HRSIC's business lines in this and upcoming editions of the PERSRU newsletter to better acquaint you with their respective missions. First up is:

### Procedures (PRC) Business Line:

The Procedures Business Line of HRSIC is staffed by a Warrant Officer, two Chief Petty Officers, a First and Third Class Yeoman. We are tasked with Drafting, Editing, Updating, and Distributing various publications in support of the various customer-oriented missions at HRSIC. While our main customer base is external (i.e., PERSRUs and Units, etc.), we also support the other business lines of the command. The major publications we are involved in are:

Personnel and Pay Procedures Manual  
Query Manual  
PMIS Forms Guide  
PPC (now HRSIC) Operations Manual  
PERSRU Newsletter  
Reports Manual  
Retirement Guide  
and ALPERSRU messages.



YNC R. Wiggs (PRC)

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## Effective Date of SGLI Transactions

Whenever you prepare a P809 to record a change in SGLI coverage, be sure to use as the effective date of the P809 the date the member signed Form SGLV-8286. This procedure is prescribed by ALPERSRU J/96.

VA Handbook 29-75-1 (the Servicemen's and Veteran's Group Life Insurance Handbook) provides that:

- ♦ Elections for reductions or cancellation of SGLI (for other than newly accessed members) are effective at midnight of the last day of the month in which the Form SGLV-8286 is received by the uniformed service
- ♦ Elections for increase or restoration of SGLI coverage are effective on the date the SGLV-8286 is received by the uniformed service.

By dating the P809 as the date the member signs Form SGLV-8286, PMIS/JUMPS will process the transaction as follows:

If P809 is to	Then Segment 32 will be
Cancel SGLI coverage	Stopped on the last day of the month of the effective date of the P809
Reduce SGLI coverage	Stopped (at the old amount) on the last day of the month of the effective date of the P809, and restarted (at the new amount) on the first day of the next month.
Increase SGLI coverage	Stopped (at the old amount) on the last day of the month prior to the effective date of the P809, and restarted (at the new amount) on the first day of the month that the P809 is effective.

Mr. Dale Hosman (MAS)

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HUMAN RESOURCES SERVICE & INFORMATION CENTER  
444 SE QUINCY STREET  
TOPEKA, KS 66683-3591

TELEPHONE: (913) 357-3693

COMMANDING OFFICER: Captain R. J. Williamson

## Monthly Reports

Monthly, HRSIC (MAS) mails to PERSRUs two reports:

- ♦ A report of members with an expiration of enlistment in three months.
- ♦ A report of members who have dependents approaching or over 23 years of age.

A suggestion has been submitted by YN1 Tim Suveges, PERSRU Key West, that these two reports be sent to PERSRUs as E-mail attachments in lieu of hardcopy (i.e., error feedback reports and ETO's).

We would appreciate hearing from other PERSRU's as to whether HRSIC should implement YN1 Suveges' suggestion. Please send your recommendations via E-mail to MAS/HRSIC.

From a processing standpoint, HRSIC (MAS) does not want to send some reports hardcopy and others via E-mail. We would want to use the same format across the board. If you have a preference, please let us hear from you.

Mr. Dale Hosmanm (MAS)



## Payments Approving Officials (PAOs) at PERSRUs

Since November 1996, I have been randomly reviewing your transmittal cover letters. I am cross checking the user name of the person releasing the transaction under the review and approval module in SDAII against PAO Designation letters I have on file here. Congratulations, I have found no discrepancies that weren't appropriately explained.

I recently received a large batch of PAO Designation letters for a PERSRU (about 98% of the PERSRU was changing at the First Class level and above) and did not receive the termination copy of those that were leaving. The PERSRU was actually cross-training and will have both out-going and in-coming PAOs working together for a while and will send the PAO termination copy once training is done. I mention this to stress that as we all

approach the S.P.E.A.R. 97 transfer season, don't forget to get the new PAO Designation forms and the termination copies to HRSIC (MAS) as quickly as possible.

If you need a copy of the PAO Designation Form send me an E-mail: CWO J Robinson/HRSIC04



C  
WO J. Robinson (MAS)

## HRSIC VOUCHER SECTION

We would like to give our customers a direct line to the most qualified personnel to handle their inquiries. Each of these members are qualified to take your information if the primary contact is not available.

Chief, Vouchers Section	Mr. Steve Maupin	(913)357-3505
Waiver/Remission/Change Liquidation	Mr. Steve Maupin	(913)357-3505
Garnishments and Tax Levies	PO Lisa Light	(913)357-3507
VEAP to MGIB	PO Shawn Schneider	(913)357-3515
LES Nonreceipts	PO Jim Johnson	(913)357-3522
Nonreceipt Pay/Allotments	Mr. Terry Rogers	(913)357-3506
Save Pay/Noncompute Inquiries	Mr. Robert Dyche	(913)357-3504

## What's New in Travel Claim Services

During our peak time last year we averaged approximately 3500 travel claims per week, and this year we expect to see an increase. We want to be able to process your travel claim as quickly as possible once it arrives at HRSIC. Here are some of the things that we are doing to help you, that will help us continue to provide excellent service in liquidation of your travel claim.

- ♦ A series of messages are being released which provide helpful hints for completing your travel claim. The subject of travel message number 1 was "Travel Claims Assistance and Payment Inquiries"; Number 2 was "Handling Travel Claim Payment Non-Receipt Situations." Watch for number 3 - soon to be released.
- ♦ We have a toll free number for use when the FTS line is unavailable - 1 (888)872-4885 or 1(888)USCGTVL.
- ♦ The Traveler's Guide, a resource to assist in claims completion and in administration review, has been revised. It is scheduled to be mailed out to units around the end of April. It will also be available in the Personnel and Pay Procedures Manual. Watch for it! It has lots of helpful information.
- ♦ The Traveler's Newsletter containing short helpful hints will again be published. Our first release is due out in April.
- ♦ Our "Top Ten" list is also being distributed with the Travel Voucher Summary (TVS). This list provides you with the errors most often found on travel claims. The error most frequently found is an incorrect TONO and Accounting String causes delay in claim processing. Remember:
  - ♦ TAD/TDY one time trip TONO begins with 11.
  - ♦ TAD/TDY with blanket or quarterly orders TONO must begin with 13
  - ♦ PCS TONO begins with 12

One last thing, please staple your claim securely and only include the following copies in your claim packet:

- ♦ Original and one copy of orders (plus any amendments)
- ♦ Original and one copy of claim.
- ♦ Required receipts

Thanks very much for you continued support.



Ms. Nancy Hawkins (TVL)

## School Code Deletions and Qualification Code

It is not necessary to delete prior civil rights training school codes when submitting subsequent training unless all the fields on personnel page 9 in AMDAHL are filled. If this is the case, please send an E-mail request to MAS/HRSIC indicating which school code and date to be deleted. Ensure a D312 deleting the school is posted in recents and reflects on personnel page 9 prior to doing a school completion transaction (Action Code P341).

Personnel Page 9 will hold up to 20 school codes, the last code submitted (occurrence #20) will be dropped off.

Occasionally PERSRUs add/delete qualification codes by submitting an out-of-range correction to a P341. We will save you the out-of-range error if you save us the work! Use the Qualification Code Transaction (Action Code 304) to add/delete codes with today's date instead of correcting the out-of-range document.

SDAII will not enter element codes on the departing endorsement on orders as required by the PMIS Forms Guide. To record a school code, qualification code, and advancement, the same day as the PCS transfer, select the transactions listed under the PCS Departing Event Menu. The P341 and P555 generated by SDAII will successfully process through PMIS even on the same day as the endorsement on orders.

YNC M. Planitz (MAS)

## Out of Range Drills

PERSRUs are reminded that when IDT drills are over 3 months old, that the drills should only be submitted for payment upon receipt of the Unit Attendance Record (UAR) with the reason and the Commanding Officer's initials in Block 8D of the UAR. (REF: PMIS Forms Guide page VII-15).

HRSIC (MAS) has been receiving several out of range drills. Some as far back as 1994 and 1995. Having the Commanding Officer initial the UAR ensures it has been brought to his attention. Once aware of the problem, steps can be taken at the unit level to ensure timely submission of the drills, and more importantly, prompt payment to the member.

YN2 J. Felty/YN2 D. Tidwell (MAS)

## Obligating Service for First Termers

ALCGENL 53/95 permits commanding officers to extend enlistment of CFTRR candidates prior to the panel for the purposes of obligating service for PCS transfer, attending class "A" school, and for the tuition assistance program.

All first termers will have a blank CFTRR code shown in Segment 00 prior to the board. PMIS will not allow Reenlistment Contracts and members to begin obligated service (Action Codes P198 and P199) when the CFTRR code field is blank in AMDAHL. If a Reenlistment Contract is submitted in error, the PERSRU must send a message to CG PERSCOM (epm-1) requesting authority for the contract to be killed off the feedback report.

Only agreements to extend/reextend (P154/P159) can be used to obligate additional service for first termers prior to the board. Always check the CFTRR code in AMDAHL before reenlisting or beginning service under an extension/reextension for a first term. If the panel did not authorize the member to remain past the first enlistment, cancel the agreement to extend/reextend (Action Code P187). If the code is not correct or not posted in AMDAHL following a CFTRR board, Contact HRSIC (MAS). The following is a list of valid CFTRR codes:

### CODE      MEANING

Blank	1st Termers who has not been before the CFTRR panel
X	Excluded from the CFTRR process, not 1st termers
N	Application sent to member, awaiting board decision
R	Board decision to allow member to reenlist or extend
S	Board decision to terminate member
H	Board decision to allow one extension

Personnel authorized reenlistment or retraining will have 60 days following notification to reenlist or obligate a minimum of 3 years service beyond the original expiration of enlistment. It is permissible for these members to reenlist even if it is not within 90 days of their EOE to meet this obligation. To do this, check the block "Convenience of the Government" in the SDAII discharge and reenlistment transaction. The reenlistment must, however, be longer than the combined service as extended.



YNC M. Planitz (MAS)



## Government Quarters Overpayments

The vast majority of debts submitted for Waiver/Remission consideration in the past few months have a common denominator: they are due to continued receipt of BAQ and VHA after assignment to quarters. In many cases, the problem appears to have originated with the Housing Office and/or the member.

However, an alarming percentage are arriving with endorsements and attachments indicating that PERSRU error is the cause. Many of these are being disapproved, or at best partially approved, by Headquarters because the member's LES clearly showed continued payment of BAQ and VHA. According to the rules governing Waiver and Remission approval, this indicates constructive knowledge; that is, because of the documentation on the LES, the member should have been aware of the overpayment situation as it happened and thus should have "banked" the money for future repayment.

Please review your internal procedures for reporting quarters assignment, and make certain all of your personnel realize how important it is to submit these documents quickly. Our members count on us to give them professional service.

Mr. Robert Dyche (MAS)

## Waivers/Remissions

For those of you who may not know me, I am the Reports Specialist for MAS. I am a retired SK1 with 22 years of active duty, 14 of which were spent working pay (the last 9 at MPC/PPC/HRSIC), and an additional 5 years here as a civilian. A portion of my job consists of processing requests for Waivers and Remissions of overpayments, and this is the area that I would like to discuss in this issue.

Approximately 25% of the Waiver/Remission packages that we receive have to be sent back for additional data. This delays the process, and has often resulted in at least temporary hardship for the member in question. The most common problems are:

- ♦ Missing PERSRU Endorsement: The package must contain an endorsement from the PERSRU. Headquarters will not accept any request for a Waiver/Remission that does not contain this form. Units should assure that they **ALWAYS** route these packages through their PERSRU, sending them directly to HRSIC does not speed up the process; it delays it by an average of three weeks.
- ♦ Missing Financial Statement: If the member has marked Block 13 of the CG-5489 "Yes", indicating that severe hardship will result if the debt has to be repaid, the member **MUST** submit a financial statement. If this is not done, it is another automatic return, as Headquarters will not consider any request claiming hardship that does not contain this form.
- ♦ Not all debts are generated by PMIS/JUMPS. There are also debts for travel overpayments, excess PCS moving costs, etc.. MAS can supply copies of documentation for pay problems, but we do not have copies of documents showing these other types of indebtedness. So, always include a copy of the letter, PAA, form or what-have-you that originally informed the member of the debt.
- ♦ Make sure that the correct action is requested. Waivers are the only avenue available to officers; enlisted members can request either a Waiver or a Remission. Note, we cannot suspend collection action on a Waiver request; collection continues for all Waivers, pending Headquarters action.



In the months to come, I will try to provide a "heads-up" in this space on other common problems that cross my desk. Till then, keep the boot-topping down and the radar dry.

Mr. Robert Dyche (MAS)

## Service Information Validation - Making the Most of Your Time

Greetings from the Service Information Validation Team, (SIVT) of HRSIC (SES). Most of our work here is to verify and validate all periods of prior service and sea service in order for the member to receive proper rate of pay. With rare exception, our work is generated by request from you, the PERSRU, to adjust a members Pay Base Date (PBD), Active Duty Base Date (ADBD) or cumulative sea service time. There are actions that can be completed by you, the PERSRU YN, to facilitate the efficient processing of a request. Consider the following:

- ♦ When checking in a member reporting aboard their first PDS of their current enlistment, ask them whether they have prior service with any branch of armed services (active or reserve). If their answer is “yes”, review the PDR to see if a Request for Statement of Creditable Service (CG-3145) was completed by the recruiter. If there is a copy of a completed CG-3145, review it to verify all periods of service claimed by the member were included on the form. If there is not a copy of a CG-3145 present (or it is not complete) and the member claims prior service, follow procedures outlined on 5-C-4 of the Pay and Personnel Procedures Manual (HRSICINST M1000.2). When submitting a request for a SOCS/SOCSS, ask the member for any documentation (i.e., DD-214, Reserve Point Statement, orders, USN/USNR Statement of Sea Service, etc.) they may have to document their claim of creditable service. Include in your request, an explanation of the discrepancy(ies) and attach all supporting documentation.
- ♦ For all other requests for SOCS/SOCSS, review the PMIS database to determine whether a SOCS has previously been completed. You can verify this by looking on the Personnel Data side in AMDAHL (it’s shown as “SOCS-DT” in the upper right-hand corner of any page). If completed, a date will be shown (Blank indicates no SOCS completed). If one has been completed, but no copy is in the PDR, you need to request a copy from us. This is a historical document and is required to be retained indefinitely in the PDR. The service history of a member after original completion of a SOCS/SOCSS is contained in the PMIS/JUMPS system and is accessible by AMDAHL. A completed SOCS is not updated or revised unless it is found to be in error.
- ♦ For creditable/non-creditable sea time related to TAD, review documentation to ensure all personnel actions necessary to update PMIS/JUMPS (i.e., P607s, P620s) have been transmitted. We will not credit or deduct periods of sea time if the Personnel Actions have not been transmitted by the PERSRU. Although personnel E-3 and below do not receive sea pay, the PMIS transaction is required to credit sea time. Also remember, TAD sea time is not creditable when the member is in receipt of per diem (i.e., NESU personnel TAD to a CGC for maintenance). To verify if a member received per diem, review the members Travel Voucher Summary.
- ♦ Do not ignore suspected sea time errors just because a member’s is not currently assigned to a sea pay eligible vessel. Take immediate action. A recent change to advancement criteria makes sea time a factor for advancement. Sea time can also have an impact on PCS assignments. And who knows when a member may be assigned TAD to a sea pay/time eligible vessel.
- ♦ Our first step in completing a SOCS/SOCSS is to order the members record of service from the appropriate record center (i.e., NPRC St. Louis, CGPC, USA, USAF, etc.). This part of the process is the most lengthy. If we do not receive the member’s record within six months of our request, we submit a follow-up request (TRACER).
- ♦ When the SOCS/SOCSS is received by the PERSRU, the first endorsement must be completed and the package forwarded to the member’s Commanding Officer. Because these documents affect pay, the SOCS/SOCSS should be thoroughly explained to the member. The member may not be aware of the impact the SOCS will have on his/her PBD, ADBD, or cumulative sea service. An overview of the information ensures the member is aware of what is occurring. Frequently, the member, unit, or PERSRU calls stating the member never saw or realized the impact of the SOCS. This scenario generally occurs after the member has received a LES with a deduction in sea pay due to a correction to the member’s cumulative sea time
- ♦ When requesting a statement for the purpose of Merchant Marine licensing, be aware that the document required by the Merchant Marine is a Transcript of Sea Service (TOSS), HRSIC-1075. Do not confuse this with a SOCSS. The time documented on a TOSS will not always match Seg 00 or a SOCSS because the TOSS will include periods aboard vessels not eligible for sea pay/time. The procedure for requesting a TOSS is outlined in 5-C-8 of the 3PM.

We hope this clears up any confusion you may have experienced in the past regarding the proper handling of creditable service questions.

Ms. Karen Stadler (SES)

## Request for TONO and Accounting Data

Request for TONOs for separation of enlisted members should be sent via E-mail to SEPS/HRSIC. Please note that SEPS/HRSIC and SES/HRSIC are two different offices. If you send a TONO request to SES/HRSIC it could get misplaced. The Customer Service Team (CST) issues TONOs. The following format should be utilized:

- ◆ Member's name, rank/rate and SSN
- ◆ Member's permanent duty station OPFAC
- ◆ Date of departure from the unit
- ◆ Date of separation
- ◆ Type of separation
- ◆ Separation Classification (i.e. Routine, Priority)
- ◆ City, State, and Zip Code of the member's separation address or other location to which he/she is entitled to travel and transportation of HHGs. The zip code is essential to process the request in a timely manner.
- ◆ PERSRU Point of Contact and Telephone number.

The E-mail message must be routed through and released by a PERSRU supervisor with "By direction" authority.

Please keep in mind, changes to any information required by the Personnel and Pay Procedures Manual, exhibit 3-B-1 must be sent to (SES) not (CST).

Please also note that TONOs for officers are issued by CGPC (opm) and TONOs for High Year Tenure enlisted members are issued by CGPC (epm). If you have any questions regarding TONO issuance, please call the Customer Service Team at (913)357-3540.

YN1 E. Lanfear (CST)



## Current Military Accounts Support

Listed below are the names and phone numbers for the account specialists who work the exception reports and the PERSRUs they are assigned. The area code and prefix are: (913)357-XXXX

Point of Contact	Responsibility	Phone
YNC Mark Planitz	Chief/PMS	3544
YN1 R.T. Downs	Team 1 Leader	3527
YN2 Debra Tidwell	01 32-02, 33-13, 60, 74	3516
YN3 Roger Rodriguez	07-20, 50-17, 75-49	3514
YN3 Oscar Colon	01-26, 05, 32-31	3526
YN1 Douglas Ratcliff	Team 2 Leader	3520
YN2 Jamie Schneller	11, 32-21	3508
YN2 David Keymon	07-15, 77, 98-03	3517
YN3 Katina Ballard	07-10/25, 32-06, 53-80	3512
YN1 Steve Carrothers	Team 3 Leader	3513
YN2 Kurt Schneid	08, 32-10, 76-79, 85-01, 98-80	3509
YN3 Barbara Sprimont	14, 32-04, 33-16, 33-20, 53-02	3534
YN3 Eileen Nelson	32-08, 33-30	3532

## Submission of Administrative Remarks (CG-3307) Entry for Payment of Separation Pay Under the High Year Tenure (HYT) and Centralized First Term Reenlistment Review (CFTRR) Programs

As outlined in COMDTINST 1910.1, members being separated under HYT and CFTRR that have completed 6 years of active service are paid full separation pay provided they signed the required CG-3307, and are otherwise qualified. In order to process the payment HRSIC (SES) needs a copy of the CG-3307 that has been signed by the member and properly witnessed. If the member declines to sign the CG-3307, then the member is not entitled to separation pay. In the case of members being separated under HYT and CFTRR that are otherwise qualified for separation pay it is mandatory that the CG-3307 contained in COMDTINST 1000.14A, enclosure (6), (SEP-19) be completed.

When processing a member for separation due to High Year Tenure or CFTRR it would be advantageous to the member, unit, and PERSRU to ensure a copy of the CG-3307 is faxed to HRSIC (SES), fax number (913)295-2544, immediately upon receipt of PERSCOM (epm-1) message authority. Please note that this is a requirement for enlisted separation only and is not required for disability severance pay, officer separation pay, and reserve (officer) separation pay.

CWO2 B. Carrothers (SES)

## Disability Retirement E-mail Messages

There has been significant increase in PERSRU's not providing HRSIC (SES) with the minimum processing days required to process an immediate (4 days) and priority (21 days) separations per Chapter 3-B of the Personnel and Pay Procedures Manual, HRSICINST M1000.2 (3PM). It is essential that we receive your E-mail at least 4 working days in advance for processing a priority separation. Prior to sending us the E-mail, you must ascertain that the necessary processing time is being provided. In the case of priority separations, the message from PERSCOM (epm-1) authorizing separation normally provides a 30 day window for the member to be separated in. When the message is received, action should be taken quickly to obtain the information to complete the E-mail.

CWO2 B. Carrothers (SES)

## Separation Document Submissions

HRSIC (SES) has seen an increase in the number of separation documents submitted without the leave information being included. When this occurs the system does not process any leave information. As a result, we must manually calculate the member's payment and submit documents to close out the member's leave account. Please include the leave information on your separation documents. We have also seen an increase in the number of separation documents being submitted without the information for separation or severance pay. Again, this results in manual pay adjustments and submission of PMIS/JUMPS transactions. If you are processing a member for separation whom you know will be receiving separation or severance pay, please ensure all pertinent information is included on the separation document (i.e., P203, P214, and 3312D).

CWO2 B. Carrothers (SES)

## Dislocation Allowance Changes

Members with an effective date of PCS orders on or after 1 January 1997, DLA is equal to the applicable BAQ for 2-1/2 months, IAW JFTR U5615, Ch. 122. DLA eligibility will still be based on member being with or without dependents on the effective date of PCS orders. If you have received DLA at the incorrect rate, you may submit a supplemental travel claim for the remainder of the DLA. Please ensure you include a copy of your travel claim with "SUPPLEMENTAL" written across the top of the form, the travel voucher summary sheet and a copy of your orders. If any of these items are left out of the claim package, we will be unable to process your request and the entire package will be returned to the address stated on the claim. Attached to this issue of the newsletter is a copy of the new DLA Rates.

YN3 N. Ball

## Separation Phone Numbers

To better assist our customers in the field the following listing of phone numbers is being provided.

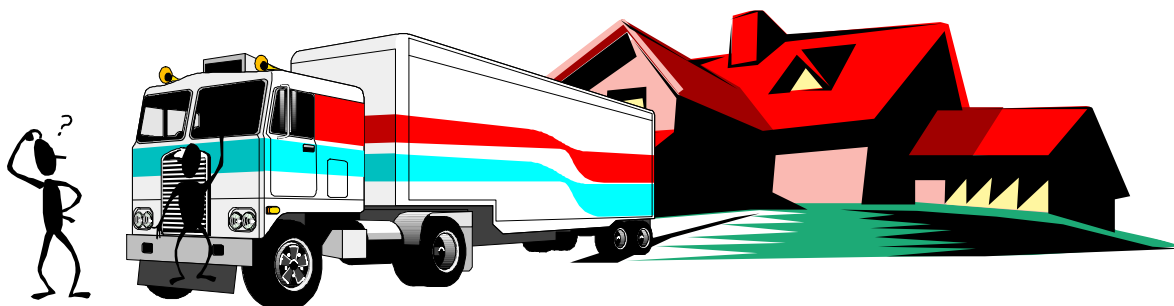
Separating Member's Last Name begins with:



	<u>Caseworker is:</u>	<u>Phone Number is:</u>
A-D	Ms. Kim Moore	3549
E-I	PO Tony Webb	3553
J-L	Ms. Ronda Klein	3566
M-Q	PO Mark Fernando	3560
R-z	PO Jeff Briggs	3559

	<u>Auditor is:</u>	<u>Phone Number is:</u>
A-I,R-Z	PO Jerry Hutton	3563
J-Q	PO Cindy Luna	3561

	<u>Supervisor is:</u>	
	Mr. Glenn Hess	3557



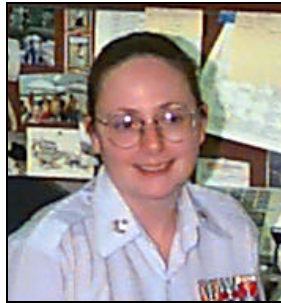


## Performance and Training

Greetings from Performance and Training (yeah *“that” office that sends out “those” measurements*). Did you know that we don't just do measurements? We also do training. What kind of training do you ask? We train incoming personnel in segment research, pay actions and entitlements, how to read AMDAHL, how to read an exception report, and what segments are affected by a pay document. We also touch upon the basics of Family Dental, how to use a PC, how to build graphs and capture data for measurements and other things.

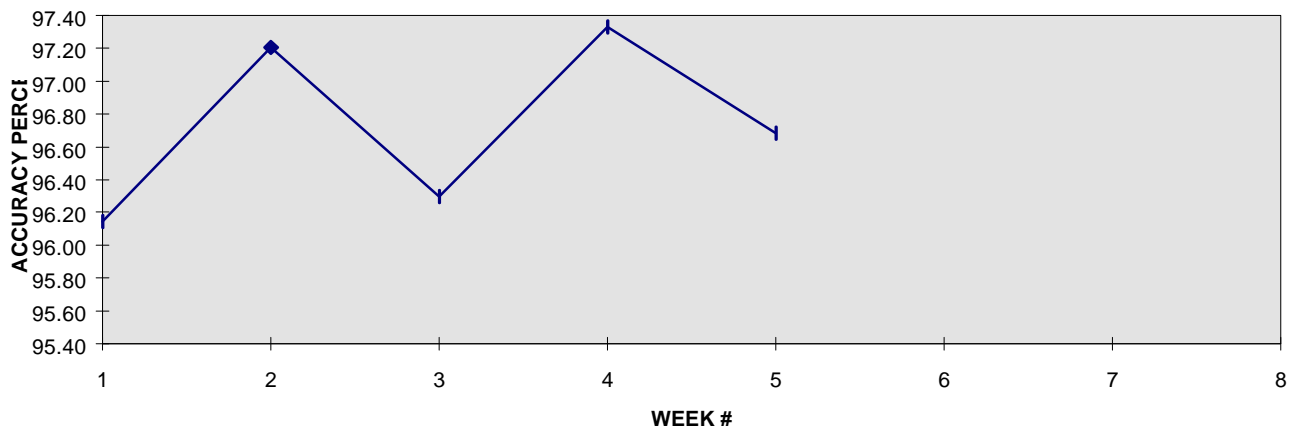
Did you know we have an open door policy? A couple of our most recent visitors were CWO “Bubba” Dunn from ISC Portsmouth and YN1 Tim Helm from ISC Ketchikan detachment Juneau. We would like to thank them for coming out to visit HRSIC. We are analyzing the need and looking into the possibility of expanding training visits to the PERSRUs. What training needs do you have? We're interested in your suggestions and input. We will compile your input and present it to the YN Force Manager. In the interim, if you're willing to pay for a TAD trip, give us a call and we will be glad to set up an itinerary for you.

On the performance side of the office: Taking a look at PAR 22, weeks 2 and 4 looked great, but weeks 1, 3 and 5 dropped. What's up? Is it that last minute push to get documents in for final cut? These guys are getting sea sick (which is tough when you're land locked)! If any of you have any tips to help other PERSRU's, please share them. As always, have a wonderful Coast Guard Day.



YN1 Diane McAdams (PT)

**OVERALL ACCURACY PERCENTAGE (A's, OOR, REC)  
CG Wide, PAR 22 (feedback dates 97Feb14-97Mar19)**



## Address Change Notice

Effective immediately, HRSIC has 3 new addresses for mailing Travel Claims.

1. For all CGD1, CGD5, CGD7, any Florida units in CGD8, LANTAREA, and MLCLANT units mail claims to:

**COMMANDING OFFICER (TVL-EC)  
HUMAN RESOURCES SERVICE AND INFORMATION CENTER  
P.O. BOX 3551  
TOPEKA, KS 66601-3551**

2. For all CGD8 (except FL units), CGD9, CGD11, CGD13, Headquarters (COMDT, PERSCOM, & HSC), PACAREA, and MLCPAC units mail claims to:

**COMMANDING OFFICER (TVL-WC)  
HUMAN RESOURCES SERVICE AND INFORMATION CENTER  
P.O. BOX 3552  
TOPEKA, KS 66601-3552**

3. For all units outside the continental U. S. (OUTCONUS), mail claims to:

**COMMANDING OFFICER (TVL-OS)  
HUMAN RESOURCES SERVICE AND INFORMATION CENTER  
P.O. BOX 3553  
TOPEKA, KS 66601-3553**

- ♦ Units should consider purchasing address stamps as indicated above.
- ♦ These addresses are for travel claims only.
- ♦ HRSIC's official address for all other mail remains unchanged.

**PLEASE DO NOT FOLD TRAVEL CLAIM DOCUMENTS!!!**

Mail (unfolded) in large (11" X 13") envelopes. Individual travel claims, orders, and receipts should be stapled together in one package (each claim separate) to reduce the risk of lost documents. Refer, questions to HRSIC Travel Claims Assistance Team at: (913)295-2250 or 1-888-872-4885;  
1-888-USCGTVL.